

Position Description

Senior Programme Accountant (Fixed Term)

This position description is designed to give an overview of the type of work and performance required for this role and may include other duties as required.

Who We Are

The Civil Aviation Authority of New Zealand is the country's aviation safety and security regulator. We are a Public Service Crown entity responsible through our Board to the Minister of Transport. We regulate a wide range of aviation activities, from commercial airlines to private pilots, ensuring that all aspects of the industry meet the highest standards of safety and security. Our important work not only saves lives but also facilitates travel, recreation, commerce, and protects the environment. By ensuring a safe and secure aviation system, we provide confidence and safeguard the reputation of New Zealand, benefiting our country as a whole.

Our Vision and Purpose

Everything we do is related towards the achievement of 'a safe and secure aviation system – so people are safe, and feel safe when they fly'.

Our Pathways

We have three pathways that lead us to delivering our vision and purpose:

1. Leadership and Influence

Through regulatory leadership we influence a safe and secure civil aviation system for New Zealand.

2. Active Regulatory Stewardship

We monitor and care for the civil aviation regulatory system through our policy and operational responsibilities.

3. Professional Regulatory Practice

We act to identify risk and reduce it through intelligence-led intervention.

Our Values

Our organisation's Values support how we work to keep New Zealand skies safe and secure.

Collaboration - *Me mahi tahi*

We work together to achieve and succeed

Transparency - *Me mahi pono*

We are open and honest communicators

Integrity - *Me mahi tika*

We do the right thing

Respect - *Me manaaki*

We treat all people with consideration and kindness

Professionalism - *Kia tu rangatira ai*

We act in a way that brings credit to ourselves and our organisation



These feathers symbolise our Values, which are inspired by the sacred huia bird – a revered symbol of friendship, respect, leadership and mana.

Each feather in the Values has a different hue to reflect different aspects of the diversity, leadership, talent and experience our people bring to their work every day.

Our Values are us – we are many cultures, languages, genders, unique personalities and perspectives working together to achieve our Vision and Purpose.



Role Purpose

The Senior Programme Accountant is responsible for the financial management, cost modelling, forecasting and reporting of the Business Transformation Programme. The role owns the programme cost model and provides financial leadership across investment planning, governance, business case development and programme delivery. The role ensures programme costs, funding allocations and accounting treatments remain accurate and fit for decision-making in a complex, multi-year transformation environment.

Key Dimensions

Group:	Digital Transformation and Technology	
Team:	Business Transformation	
Reports to:	Transformation Programme Manager	
Location:	National Office	
Salary Band:	19	
Financial:	Delegation Level = N/A	Delegation Level = N/A
People:	Direct Reports = NIL	Delegation Level = N/A
Key Relationships:	Internal: • Programme Sponsor • Programme Board • Transformation Programme Manager • Manager, Finance • PMO Lead • Project Managers	External: • Vendors/suppliers • MCERT • Treasury • Audit partners
Essential requirement/s:	• Membership of the CAANZ or equivalent	

Shared Accountabilities

- We work professionally, aligned with our Values, Code of Conduct and guiding CAA policies.
- We foster a safe, inclusive culture by respecting and embracing the diverse perspectives, experiences, and backgrounds of all.
- We ensure our work is aligned to our strategy, vision and purpose in our approach to delivering intelligence led, risk-based safety and security outcomes.
- We carry out work and conduct our relationships in a way that supports CAA's commitment to Te Tiriti o Waitangi.
- We work together to create an environment that keeps ourselves and others safe and by following the responsibilities laid out in our Health, Safety and Wellbeing Commitment Statement which outlines the expectations of leaders and all staff.



Key Accountabilities

- Chartered Accountant (CAANZ or equivalent) with significant experience in programme, portfolio, capital investment or large-scale transformation financial management.
- Extensive experience developing and managing complex financial models involving multiple funding sources, allocation methodologies and accounting treatments.
- Experience supporting business cases, investment planning, benefits management and affordability assessments for large and complex organisational initiatives.
- Strong understanding of capital and operating expenditure treatment and financial management within complex delivery environments.
- Experience supporting governance forums, executive decision-making and external assurance or review activities.
- Demonstrated ability to work effectively in ambiguous and evolving environments where scope, priorities and delivery plans continue to mature over time.
- Strong influencing and relationship management skills, including the ability to work across multiple business groups without direct authority.
- Excellent analytical, communication and stakeholder management skills, including the ability to present complex financial information to both technical and non-technical audiences.

Core Competencies

Get Smart – Knowledge & Context: Level 2 **□

Understands the role of the CAA within the aviation sector, and has a holistic understanding of the regulatory environment, the structure and interrelated operating practices of the Authority. Follows the guidance and processes expected of all CAA employees as a modern, adaptive regulator, set out in policies, legislation, aviation rules and other internal documents.

Think Smart – Sound Judgement: Level 2 **□

Makes appropriate and transparent decisions by analysing relevant information, takes into consideration different points of view, demonstrating the ability to make difficult and/or sensitive decisions. Has flexibility to both adopt a course of action and change it when required by the situation.

Work Smart – Achieves Results: Level 2 **□

Drives change and results through effective planning, collaboration, and communication. Builds trust, fosters teamwork, and demonstrates self-awareness to achieve shared goals and continuous improvement.

Act Smart – Personal Effectiveness: Level 2 **□

Is adaptable and resilient to meet changing needs and expectations. Displays self-awareness and is respectful of diversity. Takes responsibility for self-learning and development. Demonstrates behaviours consistent with the Code of Conduct and CAA Values.



Skills and Experience

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